

Hardware and Software Requirements for ECF (Electronic Case Filing)

US District Court – District of Utah

The U.S. District Court for Utah will convert to CMECF (Electronic Case Files) within the next 6 - 8 months. Attorneys will need the following hardware and software to utilize the new system to electronically file, view, and retrieve case documents.

- **COMPUTER:** A personal computer running a standard platform such as Windows 2000, NT, XP or Macintosh
- **INTERNET ACCESS:** Access speed of 56K or higher. (Higher speed will be preferable for e-filing of large documents.)
- **EMAIL ACCOUNT:** An email account capable of receiving internet email. Free email accounts are not recommended due to mailbox size restrictions, resulting in returned emails.
- **INTERNET BROWSER:** The following browsers are approved: Netscape Navigator versions 7.x, Internet Explorer 5.5 and 6.0, and Mozilla Firefox.
- **PDF DOCUMENT CREATION SOFTWARE:** Document conversion software, such as Adobe Acrobat Writer, CutePDF or Fine Print pdfFactory, to convert documents from a word processing format to portable document format (PDF). WordPerfect versions 9 and above have pdf conversion software built in.
- **PDF READER:** Adobe Acrobat Reader or comparable. Comes standard with Adobe Acrobat Writer, otherwise can be downloaded for free from <http://www.adobe.com>. At least version 6 is recommended.
- **DOCUMENT SCANNER** (highly recommended, but not mandatory): A scanner to convert documents from paper format to electronic PDF format, if they are not available in your word processing system. Scanned documents result in a larger file size, and take much longer to transmit, slowing down the electronic filing and retrieval process. For that reason, the court is slowly phasing out the use of scanned documents and requests that you do the same when possible.